

WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

Joint Operating Committee

Minutes

**Friday ~ July 18, 2014 ~ 10:00 a.m.
Washoe County Administration Complex
Building A – Second Floor Caucus Room
1001 East Ninth Street, Reno, Nevada**

1. CALL TO ORDER, ROLL CALL AND INTRODUCTION OF NEW MEMBERS [Non-action item]

Vice-chair Moore called the meeting to order at 10:04 a.m. A quorum was established.

PRESENT: Bryan Boren – Veterans Affairs Police; Paul Burr – Washoe County; David Curtis – Nevada Air National Guard; Jamie Edrosa – Reno Tahoe Airport Authority; Mike Henry – Pyramid Lake Paiute Tribe; Denise Inda – Nevada Department of Transportation; Chris Ketring – Truckee Meadows Fire Protection District; Tim Kuzanek – Washoe County Sheriff's Office; Tim Leighton – Sierra Fire Protection District; Tracy Moore – Washoe County School District; Richard Nelson – Nevada Department of Transportation; and Ryan Sommers – North Lake Tahoe Fire Protection District. Dan Johnston – Truckee Meadows Community College, joined the meeting at 10:15 a.m.

ABSENT: Lance Avansino – Reno Sparks Indian Colony; Valerie Barr – Reno Sparks Indian Colony; Mike Brown – North Lake Tahoe Fire Protection District; Robert Chisel – City of Reno; Andrew Clinger – City of Reno; Jeff Cronk – City of Sparks; Steve Driscoll – City of Sparks; Adam Garcia – University of Nevada, Reno; Andy Gebhardt – Truckee Meadows Water Authority; Jon Kelley – Washoe County School District; Patrick Kendrick – Drug Enforcement Administration; Arlen Melendez – Reno Sparks Indian Colony; Charles Moore – Truckee Meadows Fire Protection District; Pat Nielson – Truckee Meadows Water Authority; Jackie Quintone – Reno Sparks Indian Colony; Jason Reynolds – Truckee Meadows Community College; Kevin Schaller – University of Nevada, Reno; Michael Scott – Reno Tahoe Airport Authority; Mike Shaffer – Washoe County School District; and Jason Trevino – Washoe County School District.

Legal Counsel was not present at this meeting.

2. PUBLIC COMMENTS [Non-action item]

There were no public comments.

3. APPROVAL OF THE APRIL 18, 2013, MINUTES [For possible action]

It was moved by Tim Leighton, seconded by Tim Kuzanek, to approve the April 18, 2014, minutes, as submitted. MOTION CARRIED.

4. CORRESPONDENCE [Non-action item]

Tim Leighton commented that he had received correspondence about areas of limited communication as well as the appointment letter for Paul Burr as the Washoe County Alternate replacing Laura Schmidt.

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5. **NEVADA PUBLIC SAFETY COMMUNICATIONS COMMITTEE (NPSCC)** [Non-action item]
– *An informal update and possible direction to staff on recent activities of the NPSCC.*

There was no report.

6. **JUNE 2013 LIGHTENING EVENT UPDATE AND RECOMMENDED UPGRADES FOR PROTECTION OF THE NOC (Network Operations Center)** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify: 1) acceptance of the Lightning Eliminators Evaluation of the Network Operations Center (NOC) grounding and lightning protection; and 2) direction to staff to implement one or more of the recommendations.*

Shawn Tayler – Regional Communications Coordinator, drew attention to the report (copy on file) and explained that the consultant found that the suppression system had functioned properly but was overwhelmed by the magnitude of the multiple strikes within a short time frame. The report also includes recommendations to install static dissipaters and minor modifications to the location of jumpers and copper cross bars, which have been addressed. Mr. Tayler explained that he would seek a second opinion on the static dissipaters that attached to the tower structure. Mr. Tayler explained that the tower had been constructed for installation at a different location and the dissipaters could be added without any issue and would not present a significant cost. Mr. Tayler noted that additional grounding had been added to the NOC (Network Operations Center).

No specific action was taken.

7. **SYSTEM WIDE RADIO TRAINING PROGRAM** [For possible action] – *A review, discussion and possible direction to staff on the development and funding for a System-wide Radio Training Program.*

Shawn Tayler – Regional Communications Coordinator, drew attention to the notes distributed with the meeting's support materials. The intent of the agenda item was to take input from managers on the development of a training program for end users.

Vice-chair Moore noted that a field operation guide had been distributed at an earlier meeting that is adaptable to each agency.

No specific action was taken.

8. **FUNDING REQUEST FOR BI-DIRECTIONAL AMPLIFIER FOR J.A. NUGGET – (Sparks, Nevada)** [For possible action] – *A review, discussion and possible direction on the next steps on a request to fully or partially fund Bi-Directional (BDA) equipment and installation at the J. A. Nugget (Sparks, Nevada), including, but not limited to vendor responses, information on costs shared with the City of Sparks and/or J. A. Nugget, ongoing maintenance costs as well setting a potential precedent resulting in similar funding requests.*

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Vice-chair Moore opened the agenda item and questioned whether there was any requirement for a radio study before a major remodel was approved, such as the Nugget.

Shawn Tayler – Regional Communications Coordinator, commented that he believes the City of Sparks and Reno may have such ordinance noting that the ordinance had been applied to the west tower of the Nugget. However, the portion of the complex that was remodeled is located in the older section and it is unclear whether the ordinance is related to square footage.

Responding to Vice-chair Moore's inquiry about ownership, Mr. Tayler explained that the language was the same as used in a previous agenda.

Jamie Edrosa noted that RTAA (Reno Tahoe Airport Authority) had similar coverage issues and had installed a bi-direction amplifier. Additionally, RTAA will meet with the airline partners to address further communications upgrades. Mr. Edrosa noted his concern that this matter had been to the JOC (Joint Operating Committee) several times without any definitive action.

Vice-chair Moore commented that WCSD (Washoe County School District) had similar issues at some of the schools and had funded the equipment themselves. Vice-chair Moore stated that he does not believe that WCRCS (Washoe County Regional Communications System) funds should be used to enhance communications for a private business.

Mr. Edrosa concurred with Vice-chair Moore's comments and that there may be other funding sources that could be used. However, the question of timing remains an issue.

During a brief discussion it was suggested that the issue of radio studies should perhaps be address with local building departments so that future remodels and business expansions are covered in the jurisdictions' building code. Other discussion suggested that the matter be continued until the October meeting so that the City of Sparks and Nugget representatives are present to address this body.

It was moved by Tim Kuzanek, seconded by Rick Nelson, to continue the request for funding of a bi-directional amplifier until the October 17, 2014, meeting. The motion carried with Vice-chair Moore dissenting.

9. **WEDEKIND RADIO SITE** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a request by the City of Sparks for assistance in the acquisition, development and future operations of a radio repeater site located on BLM (Bureau of Land Management) land. This site is located north of Wedekind Road and east of the Pyramid Highway and when completed will provide improved coverage for all agencies that operate in the Spanish Springs area including the Pyramid Highway corridor.*
[Continued from April 18, 2014]

Shawn Tayler – Regional Communications Coordinator, commented that he does not have any current details but has heard that the tower had been removed from the site as had the attachment points making the site more difficult to use. Mr. Tayler noted that the City of Sparks would have to determine whether to pursue use of the site.

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No specific action was taken.

- 10. FUNDING REQUEST - MODIFICATION OF TWO (2) CROSS BAND PORTABLE REPEATERS** [For possible action] – *A review, discussion and possible action to approve, deny or otherwise modify a funding request recommendation from the 800 MHz Users Committee to fund the modification of the two (2) deployable cross band repeaters to allow linking the repeaters to provide greater coverage during major incidents in an amount not to exceed \$2,915.30.*

Shawn Tayler – Regional Communications Coordinator, noted that the two (2) cross band repeaters are at the REOC (Regional Emergency Operations Center) on Spectrum Drive and are available to all member agencies during an emergency situation. It is Mr. Tayler's understanding that the modifications being funded will enhance capacity significantly at a cost not to exceed \$2,915.30.

Vice-chair Moore noted that the Washoe County Sheriff's Office had used the equipment during an assist to Storey County law enforcement and was found to be very effective.

It was moved by Tim Leighton, seconded by Jamie Edrose, to approve the funding request for modification of two (2) cross band repeater at a cost not to exceed \$2,915.30. MOTION CARRIED.

- 11. PSLE AND PS EVENT CHANNELS FOR PLANNED AND UNPLANNED EVENTS** [Non-action item] – *An informational update and discussion of PSLE and PS Event Channels for planned and unplanned events.*

Shawn Tayler – Regional Communications Coordinator, commented that this dovetails with the earlier radio training discussion. Mr. Tayler explained that there have been instances of PSLE 1 and PSLE 2 being used for planned event rather than the PS Events talk group. The PS Events talk groups are intended for use during multi-agency responses during a planned event. It has been suggested that a calendar be established so that these talk groups can be reserved in advance by developing a regional events calendar that can be incorporated into the communications plan. Mr. Tayler emphasized that PSLE 1, PSLE 2 and PSFire are reserved for unexpected incident that responders can quickly find on the radios without having to search.

Vice-chair Moore noted that the Regional Active Assailant Plan is nearing completion and requires PSLE 1 and PSLE 2 to be on page 1 of all law enforcement radios.

Mr. Tayler noted that nearly all law enforcement agencies in Washoe County already have that configuration and while some might not have the talk group in the 16th position that will be addressed as radios are updated. Additionally PS Events will be on page 2 of law enforcement radios.

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Vice-Chair Moore will meet with Mr. Tayler to develop appropriate language that will be brought to the next JOC (Joint Operating Committee) meeting on October 17, 2014, on radio personalities and how pages should be set up.

Ryan Sommers recalled discussion at the 800 MHz Users Committee meeting noting that the group favored a process that allows dispatch centers, NHP (Nevada Highway Patrol) and others to work together to develop a joint online calendar and assignment of talk groups.

Vice-chair Moore noted that most likely the language will have the Emergency Manager for Reno, Sparks and Washoe County make the talk group assignments.

A consensus was reached to develop and bring back a proposal for the October 17, 2014, JOC meeting.

12. **800 MHz USERS COMMITTEE UPDATE** [For possible action] – *A review, discussion and possible direction on recent actions/recommendations of the 800 MHz Communications System Users Committee.*

800 MHz Users Committee Chair Ryan Sommers noted that there were no additional updates as the JOC (Joint Operating Committee) had already taken action on items discussed at the 800 MHz Users meeting.

13. **800-MHz REGIONAL COMMUNICATIONS SYSTEM STATUS UPDATE** [For possible action] – *An informational update on the status of the communications system.*

Shawn Tayler – Regional Communications Coordinator, drew attention to the report previously distributed (copy on file) noting the slight increase in calls. Mr. Tayler then explained that the increase in use of the emergency call feature included the number of calls during an incident with some others being caused by corrupt data, which he believes can be alleviated with a software upgrade. Currently mountain top sites are being inspected with equipment being realigned with service maintenance being done on equipment. Mr. Tayler noted that any outage that might be caused by the maintenance will be announced beforehand.

No specific action taken.

14. **COMMUNICATIONS SYSTEM RADIO UPDATE** [For possible action] – *A review, discussion and possible direction to staff to work with NDOT (Nevada Department of Transportation), NV DPS (Nevada Department of Public Safety) and NV Energy on testing and evaluating possible new radio system technologies.*

Shawn Tayler – Regional Communications Coordinator, reiterated the need to make sure that radios being purchased will be compatible with the P25 Phase 2 system or upgradable at a modest cost. Mr. Tayler noted that the current EDACS (Enhanced Digital Access Communications System) system will no longer be supported in 2017. Member agencies may contact Mr. Tayler with questions and/or recommendations.

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- 15. STATUS UPDATE ON AGENCY REVIEW OF THE PROPOSED INTERLOCAL AGREEMENT MODIFICATIONS** (Non-action item) – *An informational update of the approval process undertaken by member agencies WCRCS (Washoe County Regional Communications System) Interlocal Agreement.*

Ryan Sommers – Chair, 800 MHz Users Committee, asked that Shawn Tayler provide the update and expressed his appreciation to those agencies that have already completed their legal review.

Mr. Tayler noted that an updated copy of the Interlocal Agreement (copy on file) had been distributed with other support materials for today's (July 18, 2014) meeting. Mr. Tayler reminded those present of the October 2014 deadline.

Rick Nelson – NDOT (Nevada Department of Transportation), noted that he believes the document will be approved once a final copy is distributed based on comments received from NDOT's legal counsel.

Mr. Tayler stated that there is no intent to make any other modifications to the agreement unless something is identified. To date the Washoe County School District and NDOT have provided their comments on the document.

- 16. COMMUNICATIONS PLAN AND USE OF MUTUAL AID FREQUENCY DURING A SYSTEM FAILURE** (For possible action) – *A review, discussion and possible action to approve, deny or otherwise modify a recommendation by the 800 MHz Users Committee to approve an update to the SOG (Standard Operating Guidelines), including update on work done to date as well as goals and publication of the guide, that includes the Interlocal Agreement and rules for usage of the system as well as an inventory of command vehicles, other mobile equipment and protocols for deployment during critical emergency incidents for current and future users of the regional communications system.*

Shawn Tayler – Regional Communications Coordinator, commented that a copy of the SOG (Standard Operating Guidelines) (copy on file) had been distributed previously.

Vice-chair Moore noted that the SOG's include information on which mutual aid channel is assigned to each of the member agencies during a system failure.

- 17. REGIONAL COMMUNICATIONS, OPERATIONS AND COORDINATION TEAM** [Non-action item] – *An informational update on the development of a Regional Communications, Operations and Coordination Team.*

There was no update provided.

- 18. COMMUNICATIONS TEAM UPDATE** [For possible action] – *A review, discussion and possible direction to 800 MHz Users Committee to develop teams of Communication Unit Leaders (COML), Communication Technicians (COMT), Radio Operators (RADO) and Emergency Dispatchers to assist in communication needs during planned and unplanned events that require the use of a Communications Unit.*

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To be removed from future agenda.

19. EMERGENCY ITEMS [For possible action]

There were no emergency items.

20. 800 MHz JOINT OPERATING COMMITTEE MEMBERS AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS [Non-action item] – *The next meeting of the 800 MHz JOC (Joint Operating Committee) is Friday, October 17, 2014.*

The October 17, 2014, meeting agenda may include, but is not limited to: 1) Areas of Limited Communications.

Shawn Tayler - Regional Communications Coordinator, commented that the IFC switch upgrade originally scheduled for July 22, 2014 had been postponed due to technical issues. Mr. Tayler will notify member agencies when the upgrade will be rescheduled.

21. PUBLIC COMMENTS [Non-action item]

Jamie Edrose – RTAA (Reno Tahoe Airport Authority), commented that the RTAA has received approval to revamp the communications center and noted that Shawn Tayler – Regional Communications Coordinator, may be asked to provide assistance.

Mr. Tayler stated he would be happy to provide assistance as needed.

Tracy Moore – WCSD (Washoe County School District), noted that the new radio system is being installed at McQueen High School and will provide radio coverage at the site.

Rick Nelson – NDOT (Nevada Department of Transportation), stated that he will retired as of August 22, 2014 and that Denise Inda will become the primary member of the JOC (Joint Operating Committee). Mr. Nelson commented that it has been great being a part of this group representing NDOT.

22. ADJOURNMENT [Non-action item]

Vice-chair Moore adjourned the meeting at 10:56 a.m.

AS APPROVED BY THE 800 MHz JOINT OPERATING COMMITTEE IN SESSION ON OCTOBER 17, 2014.